

Example

**Note: This is not the official request the City of Oxford submitted to the Board of Transportation. This was done by the Statewide Planning Branch to be an example for what should be enclosed for the Transportation Improvement Program (TIP) Request.*

December 8, 1997

North Carolina Board Member
N.C. Board of Transportation
N.C. Department of Transportation
P.O. Box 25201
Raleigh, NC 27611-5201

Dear Board Member:

SUBJECT: 1998-2004 TIP Project Requests for the City of Oxford

Enclosed find the projects requested by the City of Oxford for consideration in the next TIP update. The list is presented by priority, as approved by the Oxford City Council at their November meeting.

The City of Oxford also endorsed the existing schedule of projects contained in the current TIP for the Oxford Urban Area, with one request. The City of Oxford requests that TIP project #X-XXXX remain as a high priority and keep on the existing schedule.

We thank you for the opportunity to participate in development of the State TIP. Please contact us immediately if addition information is needed concerning any of the enclosed project requests.

Sincerely,

John Q. Public

cc: Division Engineer
Enclosure

**City of Oxford
City Council**